



MINISTÈRE  
DE L'ÉDUCATION NATIONALE  
ET DE LA JEUNESSE  
MINISTÈRE  
DE L'ENSEIGNEMENT SUPÉRIEUR,  
DE LA RECHERCHE  
ET DE L'INNOVATION



## OBSERVATIONAL WORK PLACEMENT AGREEMENT School Year 2025-2026

Name of the firm or host organisation: .....

Address: .....

Town / City:

.....

Tel.: .....

Email:

.....

Represented by: .....

Function: .....

And:

The European School of Strasbourg  
2, rue Peter Schwarber  
67000 Strasbourg  
Tel.: **+33 (0)3 88 34 82 20**  
Email: **ecole.europeenne@ac-strasbourg.fr**  
Represented by Mr Jean-Marc AUBRY, Director

On behalf of the student trainee:

NAME: ..... First name: .....

Class: ..... Class Teacher: .....

Date of birth: .....

Address:

.....  
.....  
.....

Having regard to the French Education Code, in particular to articles L 331-4, L 331-5 and D 332-14;  
Having regard to the deliberations of the Board of Directors of the school dated October 7<sup>th</sup> 2019 empowering the Director to conclude any and all agreements in the name and on behalf of the school in accordance with this standard agreement;

The Parties hereto have agreed as follows:

## **TITLE I: GENERAL PROVISIONS**

### **Article 1:**

The purpose of this agreement is to implement a sequence of practical observation in the workplace for the benefit of students from the European School of Strasbourg. This work placement helps to give greater meaning to orientation education by encouraging direct contact with professionals in their work environment.

### **Article 2:**

The objectives and practical details of the observational placement can be found in the pedagogical appendix.

The terms and conditions of covering the costs pertaining to this sequence, in addition to the terms and conditions of insurance, are laid down in the financial appendix.

### **Article 3:**

The organisation of the observational sequence is determined by a joint agreement between the head of the firm or the manager of the host organisation and the Director of the European School of Strasbourg.

### **Article 4:**

The student retains his or her school status during the period of observation in the workplace. He or she remains under the authority and responsibility of the school.

He or she may not claim any remuneration from the firm or host organisation.

### **Article 5:**

During the placement period, the student shall be associated with the firm's activities involved directly with the pedagogical objective. In no event shall his or her participation in such activities adversely affect the employment situation in the organisation.

The head of the firm or the manager of the host organisation shall in no event profit from the presence of the student trainee in the organisation.

**The student shall not be permitted access to machines, appliances or products, the use of which is proscribed to minors under articles R. 234-11 to R. 234-21 of the [French] Labour Code. He or she shall neither perform operations nor manipulations on other machines, products or production appliances, nor carry out the light work permitted to minors by the same Code.**

### **Article 6:**

The duration of presence of under age students in the workplace shall not exceed seven (7) hours per day and thirty-five (35) hours per week for the over-fifteens or thirty (30) hours for the under-fifteens.

For each twenty-four-hour period, a minimum daily rest period shall be set at fourteen (14) consecutive hours. Beyond four and a half hours' presence in the workplace, students shall enjoy a break of at least thirty (30) consecutive minutes.

The daily working hours of the students shall not require their presence in the workplace before six o'clock in the morning and after eight o'clock in the evening.

### **Article 7:**

The head of the firm or the manager of the host organisation shall make the necessary arrangements to cover its civil liability at such time that it is called into question (in implementation of article 1384 of the [French] Civil Code):

- Either by taking out a special insurance policy covering its civil liability in cases of negligence imputable to the firm or host organisation in respect of the student;
- Or by adding to its existing policy a "corporate civil liability" or "professional civil liability" rider pertaining to the hosting of student trainees.

The Director shall take out an insurance policy covering the civil liability of the student for any damage that he or she may occasion during the period of observation in the workplace, as well as outside the firm or host organisation, or on the journey leading to or at the location where the placement or period takes place, or to the home. He shall further take out cover for any corporeal injuries suffered by the student in the course of the placement.

**Article 8:**

Should the student be the victim of an accident, whether in the workplace or in the course of the journey, the head of the firm undertakes to send the statement on the accident to the Director on the day on which such accident occurred.

**Article 9:**

The Director and the head of the firm or the manager of the organisation hosting the student shall keep each other mutually informed of any difficulties that may arise from the implementation of this agreement and, by common accord and in liaison with the pedagogical team, shall take the measures necessary to resolve them, particularly in the event of any breakdown in discipline. The difficulties that may be encountered during the entire period in the workplace and, in particular, any and all student absences, shall be immediately brought to the attention of the Director.

**Article 10:**

This agreement is signed in respect of a sequence of observation in the workplace.

**TITLE II: SPECIAL PROVISIONS****A – Pedagogical Appendix**Objectives assigned to the sequence of observation in the workplace:

To raise the awareness of the student to the technological, economic and professional environment as it relates to the education programmes, particularly in the context of orientation education:

- To provide information on the work environment
- To provide information on the local economic environment
- To bring the benefit of concrete experience to the education programme

Assessment Methods

Upon completion of the sequence of observation, the student shall draft a placement report, which shall be assessed in the course of a viva voce examination before his or her teachers. The content of the report and the assessment criteria in the viva voce examination shall be detailed in the appendices given to the students.

The head of the firm or the manager of the host organisation shall also be asked for a summary assessment of the student trainee.

The European School of Strasbourg shall award a certificate to the student, providing details of the nature and duration of the placement and the conclusions of the assessment.

For the student named on the first page,

**Dates of the student's placement:** From \_\_\_\_\_ to \_\_\_\_\_

### Student's daily WORKING HOURS

	MORNING		AFTERNOON	
Monday	from	to	from	to
Tuesday	from	to	from	to
Wednesday	from	to	from	to
Thursday	from	to	from	to
Friday	from	to	from	to
Saturday	from	to	from	to
Monday	from	to	from	to
Tuesday	from	to	from	to

## B – Financial Appendix

**(Terms and condition of payment of any expenses that may be incurred)**

## 1- ACCOMMODATION MEALS TRANSPORT

Transport, food and accommodation costs, where applicable, shall be paid by the student trainee.

2- INSURANCE (name of the insurance company and contract number)

### **Firm or host organisation:**

#### Dates, signatures and seal

The student,	The placement tutor,	The class teacher,
Date:	Date:	Date:
The parents,	The head of the firm or the manager of the host organisation,	The Director, Jean-Marc AUBRY
Date:	Date:	Date: